



STATE OF UTAH

INSIDE THIS ISSUE:

Procuring Vendors for Group Gatherings	1
Did You Know? Best Value State Cooperative Contracts	2-3
Cooperative Contracts, New, Extended, Expired	4 6

PURCHASING UPDATE

PROCURING VENDORS FOR GROUP GATHERINGS

By: Tara Eutsler

Group gatherings occur as part of our day to day business. The FIACCT 10-04.00 Group Gathering Policy has been in effect since July 2007 and "establishes the policy and procedures to follow to acquire accommodations for group gatherings."¹

A group gathering is defined as "state-sponsored conferences, training sessions, board meetings, management retreats, and service award gatherings."² It does not apply to retirement functions as those functions fall under FIACCT 5-03.10 Employee Reimbursements – Retirement Refreshments policy.

While the policy focuses on procuring lodging and conference space, part of the policy includes catering. Part G of the Policy lists guidelines specific to gatherings that do not have an overnight stay or do not last for an entire day.

To get a copy of the FIACCT 10-04.00 Group Gathering Policy:

1. Go to State Travel's website <http://fleet.utah.gov/fleet/state-travel.html>
2. Click "State Policy and Procedure." You will be redirected.
3. On the new webpage, click the folder symbol beside "10 Travel."
4. Click on the folder beside "10 04 Group Gatherings"
5. Click on the words "10-04_00 Group Gatherings"

The FIACCT 10-04.00 Group Gathering Policy should be carefully read before any group gathering in order to ensure compliance. An important part of the Group Gathering Policy that has frequently been

overlooked is the requirement that when a state sponsored group gathering will exceed \$1,000, a Group Gathering Authorization Request Form FI 58 must be completed and must be approved by the Executive Director/Designee and the agency budget officer.

The Group Gathering Authorization Form FI 58 is located through a link on the Group Gathering Policy or through the Finance eForms page http://smw1.finance.utah.gov/eforms/pdf_rg/. The page and forms work in Windows Explorer. The forms will not load in Chrome. To access the Finance eForms page, you will have to log in using your State of Utah login. Once logged in, rest the curser over "Travel" to view the drop down menu and click, "FI058 – Group Gathering Authorization"

If you have questions regarding the Group Gathering Policy or form, please contact Tami Nelson or Kevin Lucas who work for State Travel.

Footnote:

1. FIACCT10-04.00 Travel – Group Gatherings, page 1
2. FIACCT 10-04.00 Travel – Group Gatherings, page 1



DID YOU KNOW?: STATE OF UTAH HAS A BEST VALUE COOPERATIVE CONTRACT FOR GROUNDS MAINTENANCE EQUIPMENT

By: Ann Schliep

The State of Utah now has a State of Utah "Best Value" Cooperative Contract for Grounds Maintenance Equipment. This contract is a multiple award contract which includes the following brands (to name a few):

Kubota, Land Pride, John Deere, Frontier, Landpride, New Holland, Terrain King, Toro, Honda, Exmark, Jacobsen, Dixie Chopper, Scag, Stihl, Echo, Morbark, and many, many more. Please refer to the contracts to see all the brands available.

MA2180 – RMT Equipment
 MA2181 – Stotz Equipment
 MA2182 – Vermeer Rocky Mountain
 MA2183 – Jacobsen
 MA2184 – John Deere Company
 MA2185 – Goodfellow Corporation
 MA2186 – Terrain King
 MA2187 – Bonneville Equipment
 MA2188 – Turf Equipment & Irrigation
 MA2189 – Pioneer MFG Company
 MA2190 – United Service & Sales

These contracts may include the following categories for items:

Ag/Farm Equipment: large tractors and attachments.

Mowers: mowers (walk behind, stand on, sitting) and small tractors, etc.

Landscape Equipment: small tractors, chippers, blowers, chain saws, edgers, saws, tillers, trimmers, snow plows, sprayers, aerators, generators, fertilizer spreaders, etc.

Turf and Recs Equipment: small/compact tractors, turf sweepers, groomers, aerators, recreation utility vehicles and equipment, top dressers, blowers, material handlers, seeders, carryalls, verticutters, golf course equipment, sod cutters, field conditioners, field line markers, bunker rakes, rollers, sand/salt spreaders, etc.

Each vendor has offered a percentage off discount on the items they bid for each category which is included with the contract. Agencies will have to read the contract and determine the discount available, then contact the vendor for the price sheet.

State Purchasing wanted to have options available when it comes to ground maintenance equipment knowing that not all agencies, cities, etc., use the same brand or equipment. Through these contracts there are many options available. Leasing is available also.

If you have questions, contact Ann Schliep at aschliep@utah.gov or 801-538-3421.



STATE OF UTAH

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 the Web !**
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FYI: MA745 ECOLAB LAUNDRY PRODUCTS

By: Tyler Barnes

FYI: State contract MA745 for Ecolab laundry products has expired and will not be rebid. To avoid confusion, overlap and redundancy, these items were added to the existing Waxie

contract (MA354). End users should expect equivalent to or better pricing through Waxie. If you have any questions, please contact Tyler Barnes at 801-538-3098 or tbarnes@utah.gov.

This newsletter was edited by Ann Schliep. If you have any questions or comments, please email them to aschliep@utah.gov

DID YOU KNOW?: STATE OF UTAH HAS A BEST VALUE COOPERATIVE CONTRACT FOR CLOTHING & TOTE BAGS—ALSO EMBROIDERY/SILKSCREENING SERVICES

By: Vinessa Baldwin

The next time you want to have embroidery or silk-screening services look into State contract UCI 328. UCI has the ability to embroider and silk-screen on various items including shirts, hats, bags, outerwear, work wear, safety vests, pants, medical wear, aprons, robes, and more. UCI will order items from catalog to have embroidered or silk-screened, or you can bring in your own items that have been approved from UCI. Items on catalog can be viewed at <http://companycasuals.com/uci>. The prices for the embroidery and silk-screening are listed on the summary sheet of the contract available on the purchasing website under the State Cooperative contract search.

So far this fiscal year \$178,166 has been spent on contract, used by State Agencies, Cities,

Towns, County, Higher Ed, Public Ed, Special Service districts, and some unspecified users. The feedback has been positive and UCI is committed to customer satisfaction.

This is only one of the services offered by UCI; visit their website at <http://uci.utah.gov/> to see the many products offered. Executive State Agencies are directed by code to purchase from UCI see 63G-6a-804.

If you have any questions, contact Vinessa Baldwin at vinessabaldwin@utah.gov or 801-538-3525.

DID YOU KNOW?: STATE OF UTAH HAS A BEST VALUE COOPERATIVE CONTRACT FOR STANDBY GENERATOR MAINTENANCE

By: Larry Thacker

The new Standby Generator Maintenance contracts will be available on December 31, 2014. This is a new five year contract for your maintenance needs for standby generators.

The current contract with Precision Power number PD2072 will expire on December 30, 2014.

The new contract for the Tooele County area was awarded to Intermountain Generator Service. The contract number is PD2171.

The new contract for the entire state except the Tooele County area was awarded to Wheeler Machinery. The contract number is PD2172.

Please see the State Purchasing web page for the contract information.

The contract manager is Larry Thacker at 801-537-9242 or lthacker@utah.gov

Thank you for your continued use of the State "Best Value" Cooperative Contracts.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Pasta Products & Stuffing Mix	<u>PD2179</u>	Sysco Intermountain	11/22/14-11/21/16	Replaces MA975
1/3 Cage (Half Cage) and Full Partition (Full Cage) for Police Vehicles	<u>PD878</u>	Premier Vehicle Installation	11/14/2014-11/13/2019	New contract with same vendor.
Standby Generator Preventative Maintenance (Tooele County Only)	<u>PD2171</u>	Intermountain Generator Service	12/31/2014-12/31/2019	
Standby Generator Preventative Maintenance (State-wide except Tooele County)	<u>PD2172</u>	Wheeler Machinery Company	12/31/2014-12/31/2019	
Procurement Card Program (WSCA-NASPO contract #00612)	<u>AR1766</u>	Paul W. Erickson—US Bancorp Corp Payment Systems	01/01/2014-12/31/2018	New contract with same vendor.
Central Traffic Signal Control System	<u>PD690</u>	Intelight, Inc.	07/25/2014-07/26/2024	
Bus Passes & Rail Services—For State Agency Use Only	<u>PA572</u>	Utah Transit Authority	01/01/2014-06/30/2020	
Grounds Maintenance Equipment	<u>MA2180</u>	RMT Equipment	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2181</u>	Stotz Equipment	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2182</u>	Vermeer Rocky Mountain	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2183</u>	Jacobsen	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2184</u>	John Deere Company	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2185</u>	Goodfellow Corp	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2186</u>	Terrain King	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2187</u>	Bonneville Equipment	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	<u>MA2188</u>	Turf Equipment & Irrigation	01/01/2015-12/31/2019	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Grounds Maintenance Equipment	MA2189	Pioneer Mfg Company	01/01/2015-12/31/2019	
Grounds Maintenance Equipment	MA2190	United Service & Sales	01/01/2015-12/31/2019	

EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Auction or Sale of Utah Surplus Personal Property	AR171	TNT Auction	12/05/2016	
Paint & Related Materials for Carbon, Davis, Salt Lake, Sanpete, Summit, Tooele, Utah, Wasatch & Weber Counties	MA1168	Porter Paints	02/28/2017	
Air Filters/Filter Media	MA2083	Aire Filter Products, Utah	02/28/2017	
Batteries AAA, AA, C, D, 9V, NiMH, Etc	PD1920	Graybar Electric Company	02/28/2017	
Computers—Manufacturer Direct (WSCA) Energy Star Compliant	MA2046	Grace Global Corp	03/31/2015	Multiple Award Contract
Computers—Manufacturer Direct (WSCA) Energy Star Compliant	MA2114	NetApp Inc.	03/31/2015	Multiple Award Contract
Dental Equipment & Supplies	PD911	Dental Health Products, Inc.	12/31/2014	
Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	MA227	Panasonic Systems Communications	03/31/2015	Multiple Award Contract
Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	MA965	EMC Corporation	03/31/2015	Multiple Award Contract
Utah’s Operational Excellence Initiative	MC126	Multiple Vendors	10/31/2015	
Telecommunications Cable Installation Material and Products	AR364	Anixter, Inc.	01/09/2015	
Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	MA2104	Transource Computers	03/31/2015	
Computers—Manufacturer Direct (WSCA) - Energy Star Compliant	MA432	Hewlett Packard Company	03/31/2015	Multiple Award Contract

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EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Non-Cash Award Items for the State of Utah Employee Years of Service & Retirement Awards Program	<u>PD999</u>	O.C. Tanner Recognition Company	01/31/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<u>MA021</u>	Howard Technology Solutions	03/31/2015	

EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Temporary Employment Services	MA2043	Manpower	11/24/2014	Will not be renewed.
Education Toys, Games & Curriculum Materials	PA578	Lakeshore Learning Materials	10/15/2014	Will not be renewed.
Asphalt Crack Sealing Compound	PD1395	Crafco Inc.	09/18/2014	Will not be renewed.
Pasta Products & Stuffing Mix	MA975	Nicholas & Company	11/21/2014	Replaced with PD2179
Maintenance & Support Services for IBM Mainframe, Mainframe Peripherals, and other Eligible Equipment	PA821	IBM Corporation	06/30/2014	
Data Communications Equipment & Associated OEM Maintenance & Training (WSCA)	AR218	Meru Networks	08/31/2014	
State Cooperative Contract for LanDesk Software	MA476	Network Consulting Services, Inc.	09/30/2014	
State Cooperative Contract for LanDesk Software	MA429	Valcom Salt Lake City. LLC	09/30/2014	
Laundry Products/Pumping Equipment	MA745	EcoLab, Inc.	11/30/2014	Will not be renewed.
Signal Wire	PD2048	Wesco Distribution	12/09/2014	Will not be renewed.
LED Blank Out Signs	PD172	AM Signal Inc	11/28/2014	Will not be renewed.
Signal Wire	PD2048	Wesco Distribution	12/09/2014	Will not be renewed.
Black & White Copiers	AR2051	Canon Solutions America	12/31/2014	Will not be renewed.
Black & White Copiers	AR2055	Les Olson Company	12/31/2014	Will not be renewed.

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